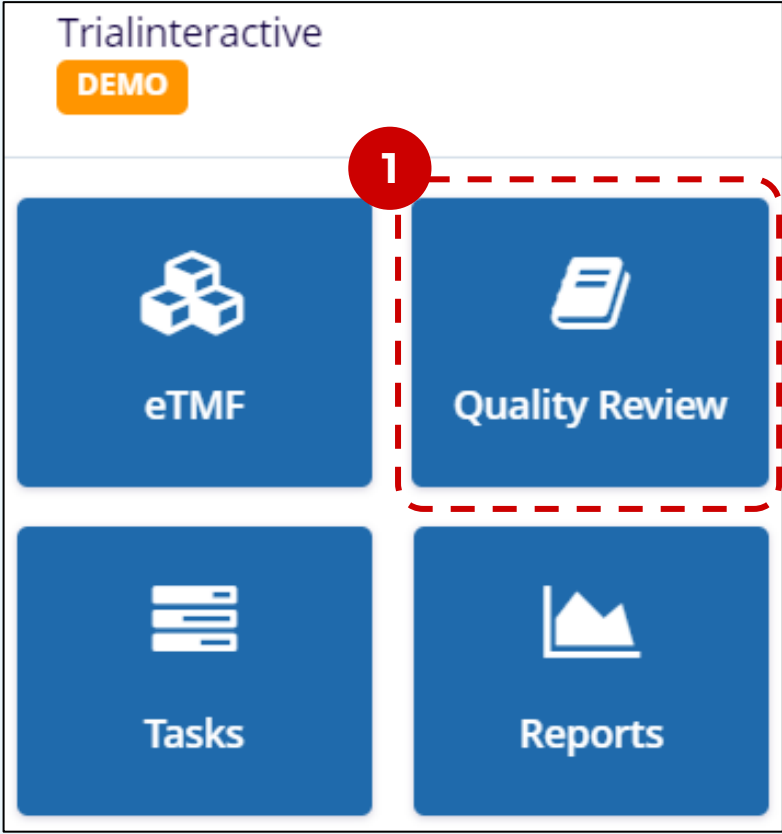


APPLICABLE TO:

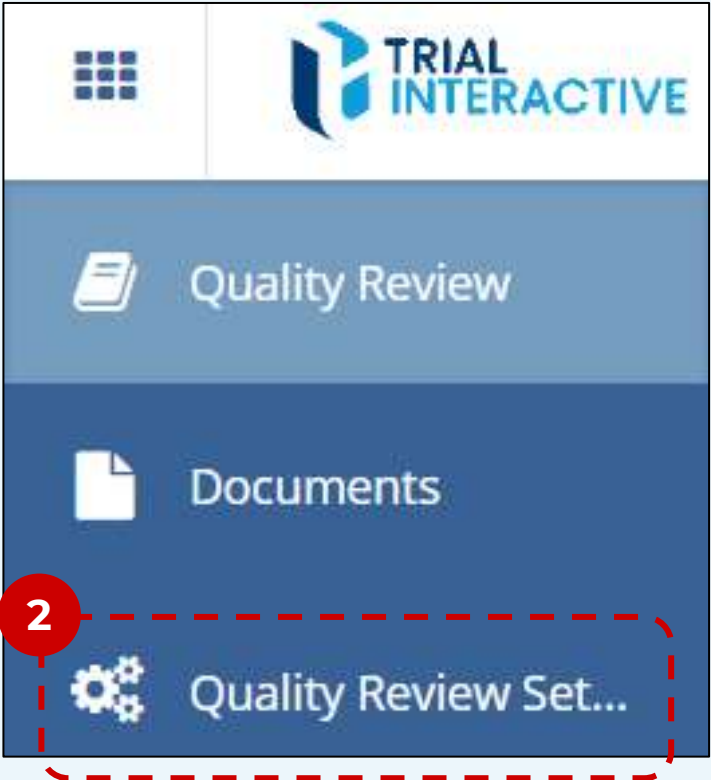
- ☒ Admin
- ☐ Manager
- ☐ Editor
- ☐ Reader
- ☒ eTMF

While Audits can be modified after creation, there are limitations imposed on the type of change that can be made. In some cases, duplicating an audit is the better choice as the new clone will have no limitations. See Job Aid: **How to Duplicate an Audit**.

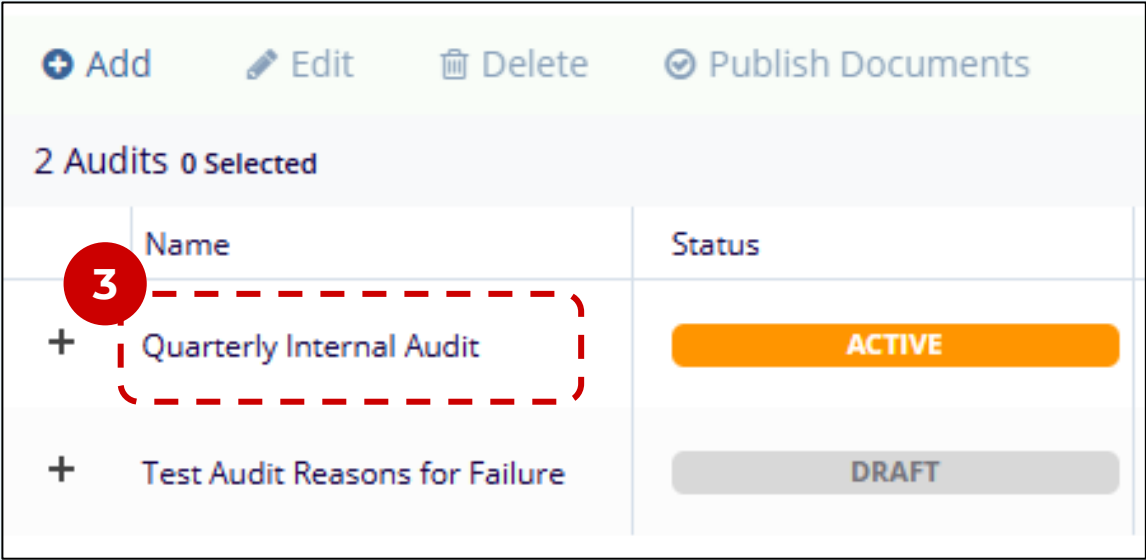
1 Navigate to the **Quality Review** module.



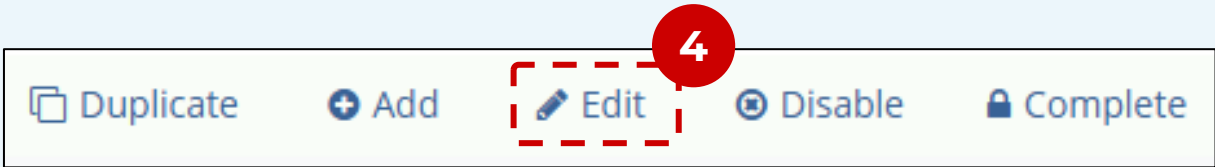
2 Access the **Quality Review Settings** menu.



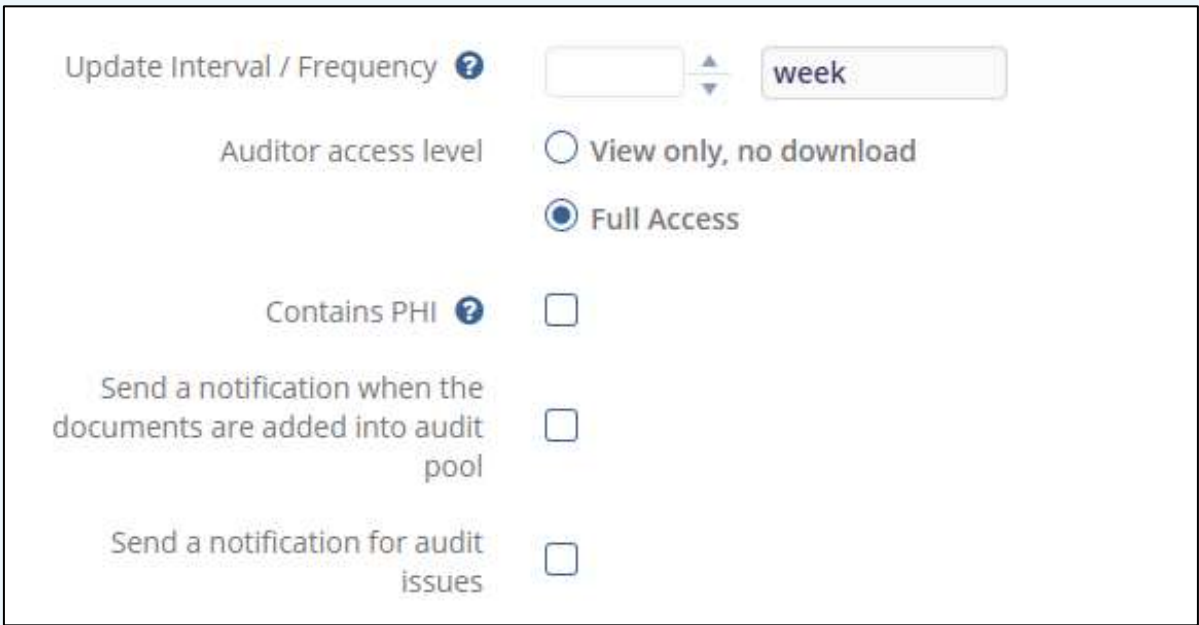
**3** **Select** an Audit. *Draft* audits can be fully edited, while *Active* audits have their scope locked.



**4** Click on the **Edit** button in the ribbon.



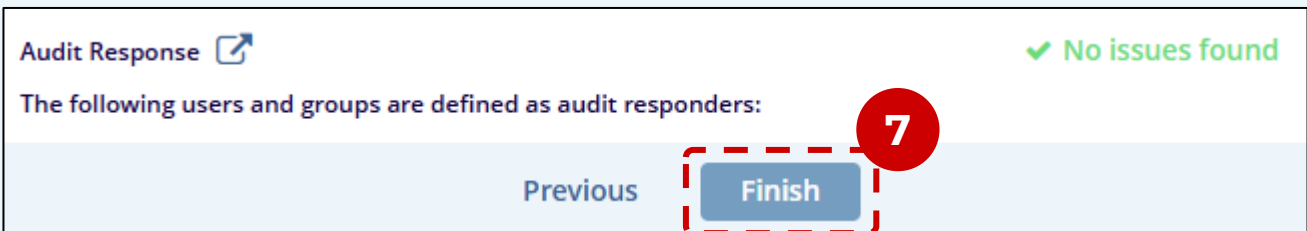
**5** **Change** the Settings you require on the first page. In the case of an Active audit, only settings shown beside here can be altered (exact availability may vary).



**6** Proceed to pages 2,3, and 4 to make changes to Auditor/Responder/Audit Manager assignments.



**7** Proceed to page 6, review that changes are valid, and click **Finish**.



8 If the Audit you just modified was a *Draft* audit, you may consider **Activating** it now with the related button in the ribbon.

